

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

To: [Name of Fiduciary/Recipient]
[Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE FOR BREACH OF FIDUCIARY DUTY

Dear [Name of Recipient],

This letter serves as formal notice that [Your Name/Company Name] ("the Claimant") intends to initiate legal proceedings against you for breach of fiduciary duty arising from your role as [Type of Fiduciary, e.g., Trustee, Director, Agent, Financial Advisor].

1. Nature of the Fiduciary Relationship

A fiduciary relationship was established between the parties on or about [Date] by virtue of [Basis of Relationship, e.g., a written contract, trust agreement, or state law]. As a fiduciary, you owed the Claimant the highest duties of loyalty, care, and good faith.

2. Description of Breach

You have breached your fiduciary duties through the following actions or omissions:

- [Description of specific act 1]
- [Description of specific act 2]
- [Description of specific act 3]

3. Resulting Damages

As a direct result of your breaches, the Claimant has suffered financial losses and damages in the approximate amount of \$[Amount]. This figure includes [Description of losses, e.g., lost profits, misappropriated funds, or diminished asset value].

4. Demand for Remedy

To avoid formal litigation, the Claimant demands that you take the following corrective actions within [Number, e.g., 14] days of receipt of this letter:

- [Demand 1, e.g., Immediate repayment of \$X]
- [Demand 2, e.g., Full accounting of all transactions]

5. Final Notice

If this matter is not resolved to the Claimant's satisfaction by [Deadline Date], we will file a formal summons and complaint in the [Name of Court] without further notice. We will seek all available remedies, including compensatory damages, punitive damages, interest, and legal fees.

Governing yourself accordingly,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]